

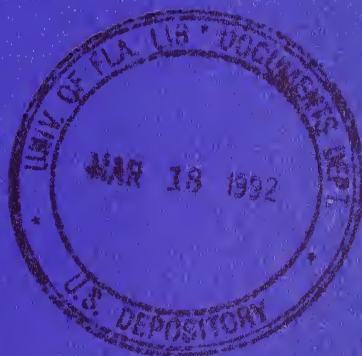
United States Department of State

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# A Guide to Doing Business With the Department of State

February 1992



Department of State Publication 9335  
Bureau of Administration  
Office of Small and Disadvantaged Business Utilization

*Revised February 1992*

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## INTRODUCTION

*A Guide to Doing Business With the Department of State* is designed to familiarize small, minority, and female-owned businesses with the Department's procurement program. The *Guide* is intended to assist those small, minority, and female-owned firms seeking to do business with the Department in identifying procurement opportunities within the Department.

The *Guide* is issued by the Office of Small and Disadvantaged Business Utilization (A/SDBU), located in Arlington, Virginia, in State Annex 6, 1701 North Fort Myer Drive, Room 633. The office is responsible for implementation of the Department of State's activities on behalf of small and disadvantaged businesses and female-owned businesses in accordance with Public Law 95-507, Public Law 100-656, and Executive Order 12138.

The *Guide* is divided into five sections. Section A (1) summarizes the Department's procurement program, (2) describes the Department's acquisition under the Diplomatic Security Act, and (3) lists user-office contacts under the various categories of products and services for which the Department of State contracts. Section B contains (1) a briefing memorandum to small, disadvantaged, and female business owners concerning the Department's Small, Disadvantaged, and Female Business Program, (2) a Vendor Survey Form that is used by the Department as a bidder's mailing list application, and (3) a listing of all Federal Offices of Small and Disadvantaged Business Utilization (OSDBU). Section C lists subcontracting opportunities available through the Department's larger prime contractors. Section D lists contacts for trade and investment-related issues. Section E lists other Department of State publications that may be of interest to the reader.



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## **Section A**

- **Acquisition Program Profile**
- **Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986**
- **User-Office Contacts**





## Acquisition Program Profile

The mission of the Department of State is the conduct of foreign policy. The Department seeks qualified small businesses, minority-owned businesses, and female-owned businesses to participate in the acquisition process in support of this mission.

The Office of Acquisitions is the Department's principal procuring activity. It provides the full range of acquisition services in support of domestic and worldwide operations, i.e., research and development, supplies, equipment, and services.

Major procurements include the Automated Data Processing Distributed Systems; Worldwide Diplomatic Security Support, Narcotics Eradication, Communications Equipment; and Furnishings for Embassies and Consulates. The contract spectrum includes the following:

### *Research and Development*

A small research and development program (less than \$5 million annually) is conducted in support of such programs as physical security, operation of worldwide telecommunications networks, and computer applications. Research and Development is not a major component of the State Department's acquisition program.

### *Supplies and Equipment*

There are ongoing requirements for the following types of supplies and equipment. Many of these procurements are suitable for small business participation and some offer subcontracting possibilities.

- (a) Telecommunications equipment for use worldwide.
- (b) Computer software/hardware equipment and applications. Software and programming requirements are particularly suited to small business participation.
- (c) Security equipment for the physical protection of diplomatic personnel and installations.
- (d) Household furnishings for embassies and consulates.

### *Services*

- (a) Continuing requirements for maintenance services for communication equipment.
- (b) Requirements for packing and storage of household goods provide an excellent opportunity for small business participation.
- (c) General labor services, i.e., moving, messenger, clerical.
- (d) Management studies and surveys relating to mission activities.
- (e) Facilities maintenance services.

All of the procurement activities described above are conducted by the centralized Office of Acquisitions located in Rosslyn, Virginia. The mailing address is:

U.S. Department of State  
Office of Acquisition (OPR/ACQ)  
P. O. Box 9115, Rosslyn Station  
Arlington, Virginia 22209

Other specialized procuring activities are described below:

1. *Foreign Buildings Office*

(a) Substantial architectural and engineering contract requirements exist related to the construction and rehabilitation of diplomatic buildings and installations in foreign countries.

(b) Numerous supply contracts, chiefly for hardware and fixtures to be furnished to construction contractors on foreign sites as government-furnished equipment, are suitable for small business participation.

2. *Foreign Service Institute*

(a) The major focus of this procurement is upon individual guest lecturers, primarily in the political, economic, and foreign area fields.

(b) Book and publication procurement is most often directly from publishers.

3. *Office of Overseas Schools*

Operates a small procurement program in support of American schools in foreign countries.

4. *Library*

Conducts a small book and publication procurement program, usually directly from publishers.

5. *Language Services Division*

Contracts with individual translators and interpreters.

6. *State Department Foreign Service Posts*

The State Department's embassies and consulates abroad have direct purchasing authority for products and services up to \$25,000 without seeking a delegation of procurement authority from Washington, D.C.'s Office of the Procurement Executive. While services are generally obtained on the local market, posts often purchase goods from U.S. vendors, either from GSA schedule or directly from vendors. Firms interested in marketing their product to U.S. posts abroad may send a line card and price list or similar information directly to posts listed beginning on page A-13 or to the purchasing agents listed in the first footnote on page A-11.

## Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986

For each of the fiscal years 1988 through 1992, Congress has authorized funds to be appropriated to carry out diplomatic security construction, acquisitions, and operations pursuant to the Department of State's Supplemental Diplomatic Security Program.

In the area of embassy design and construction, there are currently 55 capital projects planned through 1992. Information regarding these projects is released through the *Commerce Business Daily* and other construction trade publications when the projects are ready to be designed, constructed, or government-furnished materials are to be purchased.

Firms interested in performing embassy construction should direct their attention to Section 402 of the Omnibus Diplomatic Security and Antiterrorism Act of 1986. Section 402 addresses preference for U.S. contractors, utilization of minority and small business contractors, qualifications criteria, and subcontracting limitations on construction projects.

Limited contracting opportunities may exist for government-furnished equipment (GFE) such as bills of material (BOMs) for post communication centers and for security materials. Interested firms should contact Richard Natale at the following address:

Department of State  
A/FBO  
SA-6, Room 411  
Washington, D.C. 20522-0604  
Telephone: (703) 875-6283

Any firm that has a new or innovative product (R&D), which could be used to enhance security at a U.S. Embassy abroad, may contact Rudy Jackson at the following address:

Department of State  
DS/ST/CMP  
SA-10, 7th Floor  
Washington, D.C. 20522-1003  
Telephone: (202) 663-0704

Other products such as bullet-proof glass, closed-circuit televisions, intrusion detection devices, and the like, are also part of the procurement pattern under the security program. Firms wishing to market such products should contact Nicholas Mariano of the Department's Physical Security Division at the aforementioned address.

Firms interested in performing services related to embassy security such as security engineering, construction management, construction surveillance, and the like, should contact the following areas:

Department of State  
A/FBO/PE/CSM  
SA-6, Room 711  
Washington, D.C. 20522-0602  
Attn: David Roberts  
Telephone: (703) 516-1637

Department of State  
DS/ST/CS  
SA-6, 8th Floor  
Washington, D.C. 20522-0602  
Attn: Joe Morton  
Telephone: (703) 875-6562

For planning purposes, it is projected that during FY 92/93, architect/engineer and/or construction projects at the following Foreign Service posts will be advertised or awarded: Bogota, Colombia; Lima, Peru; Bangkok, Thailand; Budapest, Hungary; Abu Dhabi, United Arab Emirates; Algiers, Algeria; Doha, Qatar; Abidjan, Cote D'Ivoire; Kampala, Uganda; and Bissau, Guinea-Bissau.

**U.S. Department of State  
Washington, D.C. 20520**

**User-Office Contacts**

It is the Department of State's policy to maximize competition in contracting under applicable procurement regulations. Advertising and competition are mandated by these regulations. Consequently, the following user-office contacts are provided for program information only. Any questions regarding the competition in contracting practices of the Department should be directed to:

Mr. John F. Black  
Departmental Competition Advocate  
(Mailing Address)  
U.S. Department of State  
A/OPE/CA, Room 603, SA-6  
Washington, D.C. 20522-0602  
Telephone: (703) 516-1686

**Architectural, Engineering, and Design Services (Construction)**

Office of Foreign Buildings  
Room 1300, SA-6  
Mr. LeRoy Wallin (Acquisitions) (703) 875-6286  
Mr. Richard Natale (Acquisitions) 875-6283  
Mr. Charles G. Krips (Acquisitions) 875-6282  
Ms. Juanita Waters (Acquisitions) 875-6297  
Mr. C. Rex Hellmann (A) 875-6184  
Mr. Peter Gurvin (D) 875-6115  
Mr. Charles Mallett (Minority Business  
Coordinator) 875-6586

**Audio-Visual Services and Products**

- a. Publishing Services Division  
Room 1754, N.S.  
Ms. Rose Grover (202) 647-4170
- b. General Services Division  
Room B-258, N.S.  
Mr. Richard Jimney 647-1634
- c. Foreign Service Institute (FSI/AV)  
Room C1, SA-3  
Mr. Tom Bash (703) 875-5293
- d. Bureau of Diplomatic Security (DS/PLD/TC)  
Room 320A, SA-11  
Mr. Jeff Bozworth (703) 204-6188



### **Building Interior Furnishings (Foreign)**

Office of Foreign Buildings

Room 1300, SA-6

Ms. Vivien Woofter

(703) 875-6263

### **Building Maintenance and General Services**

(Domestic)

(Includes labor services, local transportation services, etc.)

General Services Division

Room 1493, N.S.

Mr. John Silva (transportation)

(202) 647-3628

Ms. Shirley Beard (labor services)

647-3611

Office of Operations

#### **a. Facilities Management and Support Services**

Room 1480, N.S.

Mr. Tim Arthurs

647-6001

#### **b. Safety Division**

Room 3800, N.S.

Mr. Stephen Urman

647-4302

### **Building Maintenance and General Services**

(Foreign)

Office of Foreign Buildings

Room 938, SA-6

Mr. James Schoonover

(703) 875-7025

### **Building Materials/Supplies**

(Includes plumbing supplies, paint manufacturing, carpentry supplies, retrofit, industrial supplies, and equipment, etc.)

Office of Foreign Buildings

Mr. Fred Bunke

875-5796

Room 1139, SA-6

Mr. Richard Natale

875-6283

Room 411, SA-6

### **Cartographic Services**

Office of the Geographer

Room 8742, N.S.

Mr. William Wood

(202) 647-2021

## Catering Services

Office of Protocol  
Room 1238, N.S.  
Mr. Clyde G. Nora

647-1700

## Communication Equipment Services

(Includes drafting, servicing communications equipment at U.S. Embassies, repair of UHF/VHF radio equipment, electronics training, etc.)

Office of Information Management/Special Operations  
(IM/SO/TO/MT)  
Room 214, SA-21

Mr. Lee Rainer

(703) 912-8350

## Computer Supplies and Accessories

Office of Information Management  
(IM/SO/DO/FADPC)  
Room 12B63, N.S.

Mr. D. Barry Leonard

(202) 647-7245

## Construction Services (Foreign)

Office of Foreign Buildings  
Room 411, SA-6

Mr. Richard Natale (Acquisitions)

(703) 875-6283

Mr. Joseph Toussaint (Const.

Management) Room 460, SA-6

875-6300

Mr. Charles Mallett (Minority Coordinator)

Room 1300, SA-6

875-6586

## Data Processing/Data Entry/Software Services

### a. Office of Information Management

Mr. Edward Courlang (SA-29, Room 200)

875-7811

Mr. D. Barry Leonard (Room 12B63, N.S.)

(202) 647-7245

Mr. Yang Kim (SA-29, Room 200)

(703) 875-7771

Mr. Robert Obenstine (Room 12B63 N.S.)

(202) 647-7528

### b. Bureau of Consular Affairs

Room W711, SA-1

Mr. Rex Kimbro

(202) 663-1121

### c. Office of Passport Services

Room 584, SA-17

Mr. James Schwartz

(202) 326-6124

### e. Foreign Service Institute

Room 1017, SA-3

Mr. Eugene Prophet

(703) 875-5417

- f. Office of Operations  
Room 100, SA-6 (OPR/SDS)  
Mr. Paul Fisher 875-6083
- g. Bureau of Diplomatic Security  
SA-10, 6th floor (DS/AO/SYS)  
Ms. Joan Lewis (202) 663-0416

#### **Educational Materials/Supplies**

- a. Office of Overseas Schools  
Room 245, SA-29  
Mr. Ernest N. Mannino (703) 875-7800
- b. Foreign Service Institute  
B-Level, SA-3  
Ms. Jayetta Neal 875-5393

#### **Electronic and Physical Security Services/Equipment**

(Includes security engineering, technical security, counter-terrorism, audio counter-measures, personal protective equipment, firearms and ammunition, safety and escape mechanisms, special first-aid kits, etc.)

Bureau of Diplomatic Security  
SA-10, 8th floor  
Mr. Rudy Hall (202) 663-0049  
Mr. Nicholas Mariano (703) 875-6570  
SA-6, Room 804  
Mr. Tom Warren (202) 663-0722  
SA-10, 7th Floor (DS/CMP/SDE)  
Mr. Jim Walsh (703) 644-3313  
SA-7 (DS/PEL/DE)

#### **Engineering Services (Construction)**

Office of Foreign Buildings  
Mr. Richard Natale (703) 875-6283  
Room 412, SA-6  
Mr. Charles Krips 875-6282  
Room 412, SA-6  
Ms. Juanita Waters 875-6297  
Room 412, SA-6

#### **Engineering Services (Non-Construction)**

- a. Bureau of Diplomatic Security (DS/CMP/SDE)  
SA-10, 7th Floor  
Mr. Tom Warren (202) 663-0722



- b. Office of Information Management/Special Operations  
Room 214, SA-21  
Mr. Lee Rainer (703) 912-8350

**Furnishings and Appliances, Office and Household\***

(Includes household and office furniture, floor coverings, draperies, awnings, etc.)

Office of Foreign Buildings  
Room 412, SA-6  
Ms. Vivien Woofter (703) 875-6263

**International Political and Economic Affairs and Social Science Research**

Bureau of International Narcotics Matters  
Room 7334, N.S.  
Mr. Tim Henderson (202) 647-1918

**Labor Services**

General Services Division  
Room 1493, N.S.  
Ms. Shirley Beard 647-3611

**Language/Translation Services**

Office of Language Services  
Room 2214, N.S.  
Mr. Harry Obst 647-1528

**Library/Subscription Services**

Office of Information Services/Library  
Room 3239, N.S.  
Ms. Alpha Rose\*\* 647-1875

**Machine and Equipment Maintenance/Repair**

Office of Operations  
Room 1480, N.S.  
Mr. Tim Arthurs 647-6001

**Medical Services/Supplies**

Medical Services  
Room 2906, N.S.  
Mr. Elmer R. Higgs 647-3616

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\*Subcontracting opportunities may also exist within major, competitively awarded contracts of approximately \$5 million per annum. Contact Ms. Dorothy Ledger, (703) 875-6023.

\*\*Manages Department's Commercial Library Program.

## **Mental Health Care/Services**

Office of Medical Services  
Employee Services Division  
Room 3243, N.S.  
Ms. Anne Weiss

647-4929

## **Microfilming/Micrographics**

Office of Information Services/Records Management Staff  
(IM/IS/RA/RM)  
Room 1239, N.S.  
Mr. John Cruce

(202) 647-7123

## **Overseas Employee Associations**

Manufacturers and distributors interested in selling wholesale grocery products, exchange items and recreational supplies to U.S. Employee Associations overseas should contact:

Mr. Ravi Sikand, Director  
Office of Commissary and Recreation Affairs  
(A/OPR/ST/CR)  
Room 600, SA-6  
Washington, D.C. 20522-0602  
FAX (703) 875-6105

(703) 875-6088

(See page A-13 for a list of State Department Foreign Service posts having U.S. Employee Associations. Those posts annotated with an asterisk (\*) have U.S. Employee Associations).

## **Publishing, Printing, Reproduction Equipment/Supplies, and Editorial Services**

- a. Office of Information Services  
Room 1758, N.S.  
Mr. Howard Gaidick  
Mr. Gregory Liverpool

(202) 647-2517  
647-8662

## **Safety and Rescue Equipment**

- a. Bureau of Diplomatic Security (DS/CMP/SDE)  
SA-10, 7th Floor  
Mr. Tom Warren
- b. Office of Foreign Buildings  
Room 912, SA-6  
Mr. Gilbert Lindley

(202) 633-0722

(703) 875-6983

**Small Purchases\***

Office of Acquisition  
Room 528, SA-6  
Ms. Dorothy Ledger, Acting 875-6023

**Training\*\***

- a. Office of Foreign Service Career  
Development and Assignments  
Room 2807, N.S.  
Mr. Jacques Klein (202) 647-3308
- b. Office of Civil Service Career  
Development and Assignments  
Room 2429, N.S.  
Ms. Theresa A. Manly 647-7252
- c. Office of Equal Employment Opportunity  
and Civil Rights  
Room 4216, N.S.  
Ms. Azucena Vasquez 647-9040
- d. Foreign Service Institute  
Room 901, SA-3  
Mr. Gary D. Crawford (Language) (703) 875-5241  
Ms. Sultana Varvarousis (Clerical/Administrative) 875-7278  
Dr. Jack Shellenberger (Area Studies) 875-5160  
SA-3, Room 402  
Ms. Colleen Lewis (Contracting Officer)  
SA-3, B Level 875-5392

\*The Office of Acquisition's Foreign Service Contracts and Procurement Branch (FSCP) serves as a liaison between vendors and the Department's Foreign Service posts. Vendors seeking to market embassies in specific geographic regions may do so directly, using the list beginning on page A-13, or may contact the following small purchase agents:

Ms. Doreen Morton	(703) 875-6013
Near East and Asia, Latin America and Caribbean	
Mr. Guy Gibson	(703) 875-6025
Africa	
Ms. Patsy Patten	(703) 875-6018
Europe	
Vacant	(703) 875-6748
East Asia and Pacific	

\*\*Training programs with government-wide application should, in most instances, be channeled through the Office of Personnel Management (OPM). Contact Leutrell Osborne, Director, OSDBU, at OPM on (202) 606-2180 for information.

- e. Office of Information Management (IM/TE/OT)  
P.O. Box 3050  
Warrenton, VA 22186  
Mr. Leonard A. Fenner (703) 557-1834
- f. Bureau of Diplomatic Security  
Room 320A, SA-11  
Mr. Jeff Bozworth (703) 204-6188

**Transportation/Packing/Shipping/Storage (Household Effects)**

- a. Office of Transportation  
Room 224, SA-12  
Mr. Christopher G. Mayers (703) 661-6426

**Word/Data Processing Supplies and Accessories**

Office of Information Management  
Room 12B63, N.S.  
Mr. D. Barry Leonard (202) 647-7245

\* \* \* \* \*

For further information contact:

Mrs. Durie White  
Operations Director, Office of Small and  
Disadvantaged Business Utilization  
Room 633, SA-6  
Washington, D.C. 20522-0602  
Telephone: (703) 875-6824

Mr. Gregory Mayberry  
Associate Operations Director, Office of Small and  
Disadvantaged Business Utilization  
Room 633, SA-6  
Washington, D.C. 20522-0602  
Telephone: (703) 875-6823

or

Ms. Linda Taylor  
Administrative Assistant, Office of Small and  
Disadvantaged Business Utilization  
Room 633, SA-6  
Washington, D.C. 20522-0602  
Telephone: (703) 875-6822

**State Department Foreign Service Posts**  
**(Those posts annotated with an asterisk (\*) operate Overseas Employee Associations)**

Location of Office	ZIP Code	Type of Office
Abidjan, Cote d'Ivoire*	20521-2010	Embassy
Abu Dhabi, United Arab Emirates	6010	Embassy
Accra, Ghana*	2020	Embassy
Adana, Turkey	5020	Consulate
Addis Ababa, Ethiopia*	2030	Embassy
Alexandria, Egypt	6090	Consulate General
Algiers, Algeria*	6030	Embassy
Amman, Jordan*	6050	Embassy
Amsterdam, Netherlands	5780	Consulate General
Ankara, Turkey*	7000	Embassy
Antananarivo, Madagascar*	2040	Embassy
Antwerp, Belgium	5240	Consulate General
Apia, Western Samoa	4400	Embassy
Asuncion, Paraguay*	3020	Embassy
Athens, Greece*	7100	Embassy
Auckland, New Zealand	4370	Consulate General
Baghdad, Iraq*	6060	Embassy
Bamako, Mali*	2050	Embassy
Bandar Seri Begawan, Brunei	4020	Embassy
Bangkok, Thailand*	7200	Embassy
Bangui, Central Arab Republic	2060	Embassy
Banjul, The Gambia*	2070	Embassy
Barcelona, Spain	5400	Consulate General
Barranquilla, Colombia	3040	Consulate
Beijing, China*	7300	Embassy
Beirut, Lebanon	6070	Embassy
Belfast, Northern Ireland, U.K.	5360	Consulate General
Belgrade, Yugoslavia*	5070	Embassy
Belize, Belize City	3050	Embassy
Berlin, Federal Rep. of Germany	5090	Branch Office
Bern, Switzerland	5110	Embassy
Bilbao, Spain	5410	Consulate
Bissau, Guinea-Bissau	2080	Embassy
Bogota, Colombia*	3030	Embassy
Bombay, India	6240	Consulate General
***Bonn, Federal Rep. of Germany*	7400	Embassy
Bordeaux, France	5580	Consulate General
Brasilia, Brazil*	7500	Embassy
Bratislava, Czechoslovakia	5840	Consulate

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\*\*\*Embassy/Bonn has a Regional Procurement Support Operation (RPSO). Product information should be directed to the Contracting Officer, Mr. John Stever.

Brazzaville, Congo*	2090	Embassy
Bridgetown, Barbados*	3120	Embassy
Brisbane, Australia	4130	Consulate
Brussels, Belgium*	7600	Embassy
Brussels, Belgium	5230	USNATO
Bucharest, Romania*	5260	Embassy
Budapest, Hungary*	5270	Embassy
Buenos Aires, Argentina*	3130	Embassy
Bujumbura, Burundi*	2100	Embassy
Cairo, Egypt*	7700	Embassy
Calcutta, India	6250	Consulate General
Calgary, Canada	5490	Consulate General
Canberra, Australia*	7800	Embassy
Cape Town, South Africa	2480	Consulate General
Caracas, Venezuela*	3140	Embassy
Casablanca, Morocco	6280	Consulate General
Cebu, Philippines	4230	Consulate
Chengdu, China	4080	Consulate General
Chiang Mai, Thailand	4040	Consulate General
Ciudad Juarez, Mexico	3270	Consulate General
Colombo, Sri Lanka*	6100	Embassy
Conakry, Guinea*	2110	Embassy
Copenhagen, Denmark*	5280	Embassy
Cotonou, Benin*	2120	Embassy
Curacao, Netherlands Antilles	3160	Consulate General
Dakar, Senegal*	2130	Embassy
Damascus, Syria*	6110	Embassy
Dar Es Salaam, Tanzania*	2140	Embassy
Dhahran, Saudi Arabia*	6310	Consulate General
Dhaka, Bangladesh*	6120	Embassy
Djibouti, Djibouti*	2150	Embassy
Doha, Qatar	6130	Embassy
Douala, Cameroon	2530	Consulate
Dubai, United Arab Emirates	6020	Consulate General
Dublin, Ireland*	5290	Embassy
Durban, South Africa	2490	Consulate General
Edinburgh, Scotland, U.K.	5370	Consulate General
Florence, Italy	5670	Consulate General
Frankfurt Am Main, Federal Rep. of Germany*	7900	Consulate General
Freetown, Sierra Leone*	2160	Embassy
Fukuoka, Japan	4310	Consulate
Gaborone, Botswana*	2170	Embassy
Geneva, Switzerland*	5120	Branch and Mission Offices
Genoa, Italy	5680	Consulate General
Georgetown, Guyana*	3170	Embassy
Guadalajara, Mexico*	3280	Consulate General
Guangzhou, China*	4090	Consulate General
Guatemala City, Guatemala*	3190	Embassy
Guayaquil, Ecuador	3430	Consulate General



Hague, The, Netherlands	5770	Embassy
Halifax, Canada	5500	Consulate General
Hamburg, Federal Rep. Germany*	5180	Consulate General
Hamilton, Bermuda	5300	Consulate General
Harare, Zimbabwe	2180	Embassy
Havana, Cuba	3200	USINT
Helsinki, Finland*	5310	Embassy
Hermosillo, Mexico	3290	Consulate
Hong Kong, Hong Kong*	8000	Consulate General
Honiara, Solomon Islands	4390	Embassy
Islamabad, Pakistan*	8100	Embassy
Istanbul, Turkey*	5030	Consulate General
Izmir, Turkey	5040	Consulate General
Jakarta, Indonesia*	8200	Consulate General
Jeddah, Saudi Arabia*	6320	Consulate General
Jerusalem, Jerusalem	6350	Consulate General
Johannesburg, South Africa	2500	Consulate General
Kaduna, Nigeria	2260	Consulate General
Kampala, Uganda*	2190	Embassy
Karachi, Pakistan*	6150	Consulate General
Kathmandu, Nepal*	6190	Embassy
Kavala, Greece* (relay)		
Khartoum, Sudan*	2200	Embassy
Kiev, U.S.S.R.	5850	Consulate General
Kigali, Rwanda*	2210	Consulate General
Kingston, Jamaica*	3210	Embassy
Kinshasa, Zaire*	2220	Embassy
Kolonia, Micronesia	4120	Embassy
Koror, Palau	4260	USLO
Krakow, Poland	5140	Consulate General
Kuala Lumpur, Malaysia*	4210	Embassy
Kuwait, Kuwait*	6200	Embassy
La Paz, Bolivia*	3220	Embassy
Lagos, Nigeria*	8300	Embassy
Lahore, Pakistan*	6160	Consulate General
Leipzig, Federal Rep. of Germany	5860	Consulate General
Liberia (relay)		
Libreville, Gabon	2270	Embassy
Lilongwe, Malawi*	2280	Embassy
Lima, Peru*	3230	Embassy
Lisbon, Portugal*	5320	Embassy
Lome, Togo*	2300	Embassy
London, England, U.K.*	8400	Embassy
Luanda, Angola	2550	USLO
Lubumbashi, Zaire	2230	Consulate General
Lusaka, Zambia*	2310	Embassy
Luxembourg, Luxembourg	5380	Embassy
Lyon, France	5590	Consulate General
Madras, India*	6260	Consulate General
Madrid, Spain*	8500	Embassy

Majuro, Marshall Islands	4380	Embassy
Malabo, Equatorial Guinea	2320	Embassy
Managua, Nicaragua*	3240	Embassy
Manama, Bahrain	6210	Embassy
Manila, Philippines	8600	Embassy
Maputo, Mozambique	2330	Embassy
Maracaibo, Venezuela	3150	Consulate
Marseille, France	5600	Consulate General
Martinique, French Caribbean Dept.	3250	Consulate General
Maseru, Lesotho	2340	Embassy
Matamoros, Mexico	3300	Consulate
Mazatlan, Mexico	3310	Consulate
Mbabane, Swaziland	2350	Embassy
Medan, Indonesia	4190	Consulate General
Melbourne, Australia	4140	Consulate General
Merida, Mexico	3320	Consulate
Mexico City, D.F., Mexico*	8700	Embassy
Milan, Italy	5690	Consulate General
Mogadishu, Somalia*	2360	Embassy
Mombasa, Kenya	2400	Consulate
Monrovia, Liberia*	8800	Embassy
Monterrey, Mexico	3330	Consulate General
Montevideo, Uruguay*	3360	Embassy
Montreal, Canada*	5510	Consulate General, ICAO
Moroni, Comoros	2380	Embassy
Moscow, U.S.S.R.*	5430	Embassy
Munich, Federal Rep. of Germany	5190	Consulate General
Muscat, Oman*	6220	Embassy
N'Djamena, Chad*	2410	Embassy
Naha, Japan	4320	Consulate General
Nairobi, Kenya*	8900	Embassy, UNEP
Naples, Italy	5700	Consulate General
Nassau, Bahamas*	3370	Embassy
New Delhi, India*	9000	Embassy
New York, N.Y.		USUN
Niamey, Niger*	2420	Embassy
Nicosia, Cyprus*	5450	Embassy
Nouakchott, Mauritania*	2430	Embassy
Nuevo Laredo, Mexico	3340	Consulate
Oporto, Portugal	5330	Consulate
Oran, Algeria	6040	Consulate
Osaka-Kobe, Japan	4330	Consulate General
Oslo, Norway*	5460	Embassy
Ottawa, Canada*	5480	Embassy
Ouagadougou, Burkina Faso*	2440	Embassy
Palermo, Italy	5710	Consulate General
Panama City, Panama*	9100	Embassy
Paramaribo, Suriname*	3390	Embassy
Paris, France*	9200	Embassy, UNESCO, USOEC



Perth, Australia	4160	Consulate General
Peshawar, Pakistan*	6170	Consulate
Philippines (relay)		
Ponta Delgada, Azores, Portugal	5340	Consulate
Port-au-Prince, Haiti*	3400	Embassy
Port Louis, Mauritius	2450	Embassy
Port Moresby, Papua New Guinea	4240	Embassy
Porto Alegre, Brazil	3070	Consulate
Port-of-Spain, Trinidad and Tobago*	3410	Embassy
Poznan, Poland	5050	Consulate
Prague, Czechoslovakia*	5630	Embassy
Praia, Cape Verde	2460	Embassy
Pretoria, South Africa*	9300	Embassy
Pusan, Korea	4270	Consulate
Quebec, Canada	5520	Consulate General
Quito, Ecuador*	3420	Embassy
Rabat, Morocco*	9400	Embassy
Rangoon, Burma*	4250	Embassy
Recife, Brazil	3080	Consulate
Reykjavik, Iceland	5640	Embassy
Rhodes, Greece (relay)		
Riga, Latvia	4520	Embassy
Rio de Janeiro, Brazil*	3090	Consulate General
Riyadh, Saudi Arabia*	6300	Embassy
Rome, Italy*	9500	Embassy, FODAG
St. George's, Grenada	3180	Embassy
St. Johns, Antigua and Barbuda	3010	Embassy
St. Petersburg, U.S.S.R.	5440	Consulate General
Salzburg, Austria	5830	Consulate General
San Jose, Costa Rica*	3440	Embassy
San Salvador, El Salvador*	3450	Embassy
Sanaa, Yemen Arab Republic*	6330	Embassy
Santiago, Chile*	3460	Embassy
Santo Domingo, Dominican Republic*	3470	Embassy
Sao Paulo, Brazil*	3110	Consulate General
Sapporo, Japan	4340	Consulate General
Seoul, Korea*	9600	Embassy
Shanghai, China*	4100	Consulate General
Shenyang, China*	4110	Consulate General
Singapore, Singapore*	4280	Embassy
Sofia, Bulgaria*	5740	Embassy
Songkhla, Thailand	4050	Consulate
Stockholm, Sweden*	5750	Embassy
Strasbourg, France	5620	Consulate General
Stuttgart, Federal Rep. of Germany	5200	Consulate General
Surabaya, Indonesia	4200	Consulate General
Suva, Fiji*	4290	Embassy
Sydney, Australia	4150	Consulate General
Tallinn, Estonia	4530	Embassy
Tegucigalpa, Honduras*	3480	Embassy

Tel Aviv, Israel*	9700	Embassy
Thessaloniki, Greece*	5060	Consulate General
Tijuana, Mexico	3350	Consulate General
Tirana, Albania	9510	Embassy
Tokyo, Japan*	9800	Embassy
Toronto, Canada*	5530	Consulate General
Tunis, Tunisia*	6360	Embassy
Udorn, Thailand	4060	Consulate
Ulaanbaatar, Mongolia	4410	Embassy
Valletta, Malta	5800	Embassy
Vancouver, Canada	5540	Consulate General
Vatican City, The Holy See	5660	Embassy
Victoria, Seychelles	2510	Embassy
Vienna, Austria*	9900	Embassy, UNVIE
Vientiane, Laos*	4350	Embassy
Vilnius, Lithuania	4510	Embassy
Warsaw, Poland	5010	Embassy
Washington, D.C.		USOAS
Wellington, New Zealand*	4360	Embassy
Windhoek, Namibia	2540	Embassy
Yaounde, Cameroon*	2520	Embassy
Zagreb, Yugoslavia	5080	Consulate General
Zurich, Switzerland	5130	Consulate General

### Abbreviations and Symbols

USNATO	United States Mission to the North Atlantic Treaty
USINT	United States Interests Section
USLO	United States Liaison Office
ICAO	International Civil Aviation Organization
UNEP	United Nations Environment Program
USUN	United States Mission to the United Nations
UNESCO	United Nations Educational, Scientific, and Cultural Organizations
USOCD	United States Mission to the Organization for Economic Cooperation and Development
FODAG	Food and Agriculture Organizations
UNVIE	United States Mission to International Organizations in Vienna
USOAS	United States Mission to the Organization of American States

## Mailing Address Form

A four-digit add on ZIP Code list for overseas posts is published in the Key Officers of Foreign Service Posts booklet (Department of State publication 7877). This publication can be obtained from the Superintendent of Documents, U.S. Government Printing Office. These additional four-digits must be added to the five-digit ZIP Code for overseas mail.

General Services Officer

(or Administrative Officer for Commissary Officer)

American Embassy\*/Name of Post City

Department of State

Washington, D.C. 20521-0000

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\*Or Consulate General or Consulate, as appropriate.



## **Section B**

- **Memo to Small, Disadvantaged, and Female Business Owners**
- **Vendor Survey Form**
- **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**



## **Small, Disadvantaged, and Female Business (SD&F) Owners**

The Department of State is steadily and substantially increasing participation by small and small-disadvantaged businesses, female-owned businesses, and labor surplus area businesses in a broad spectrum of acquisitions through the expanded use of small, disadvantaged, and female-owned business firms locally, nationally, and internationally. These acquisitions range from recurring needs for goods or services to one-time needed procurements or research projects. Good results have been achieved principally through a daily intensive review of acquisitions and/or increased efforts by user offices to locate SD&F suppliers. Also, we have kept close liaison with local and regional offices of the Small Business Administration that have furnished names of suppliers of goods or services. In addition, we search our vendor file, using Product and Service (P&S) codes, to locate prospective suppliers. Using the foregoing methodology, the Department is gradually broadening its base of information on SD&F firms. More and more supplies and services in the under \$25,000 acquisition category will be awarded to SD&F firms and, similarly, larger acquisitions should increase substantially.

For example, Washington, D.C. receives many requisitions for services ranging from office furniture and furnishings to software and maintenance of hardware, communications, and building maintenance.

Beyond the District of Columbia, SD&F firms in various cities throughout the United States have participated in advertising, architectural and engineering design, computer software services, messenger vehicle maintenance, and international affairs research.

In recent months, the Department has extended SD&F firm participation in its acquisitions beyond the continental United States, primarily in the drug abuse and narcotics control program and in renovation, rehabilitation, and maintenance of U.S. Embassies overseas. Administrative statistical research type acquisitions to be performed abroad will also be awarded to qualified small, disadvantaged, and female-owned businesses.

Whenever a conference is held by the Department of State, a variety of local facilities are utilized. These are: motel/hotel space, vehicle rentals, telephones, clerical help, and advertising.

I invite all firms wishing to do business with the Department of State to compete with other suppliers by asking to be placed on our vendor/bidder's list. Please see attached application. If you do not have a Contractor Establishment Code Number, the Department will obtain one for your firm. Also, please list up to five (5) products and/or services offered by your firm. If you are a participant in the Small Business Administration's 8(a) Business Development Program, please also complete the PROFILE sheet on page B-4.

When complete, please remit to:

Small/Minority Business Enterprise  
Coordinator  
A/SDBU, Room 633, SA-6  
Department of State  
Washington, D.C. 20522-0602

If there are any questions, please call Durie N. White (703) 875-6824, Gregory Mayberry (703) 875-6823, or Linda Taylor on (703) 875-6822. Thank you for your interest in being of service to the Department of State.

Sincerely,

Durie N. White  
Operations Director  
Office of Small  
and Disadvantaged  
Business Utilization

Enclosure:

Vendor File Data Sheet



## Vendor Survey Form

Contractor Establishment Code Number (9 Digits) \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Parent Company CEC (if applicable) \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 Telephone Number (9991234567) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Country \_\_\_\_\_  
 Company Contact \_\_\_\_\_

	Yes (Y)	No (N)
Educational Institution	_____	_____
Non-Profit Organization	_____	_____
Small Business	_____	_____
Minority-Owned Business	_____	_____
*Female-Owned Business	_____	_____
American-Indian-Owned Business	_____	_____
8(a) Certified Business	_____	_____
Date Firm Established (YYMMDD)	_____	_____

\*For Female-Owned business, the number one is used to indicate an affirmative reply and the number two for a negative reply.

Product or service code(s) covering the types of goods or services provided. (Should this information not be available, please indicate below the type of goods or services provided by your firm.)

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## PROFILE

(To be completed only by 8(a) Firms)

8(a) FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PRIMARY SIC \_\_\_\_\_  
SECONDARY SICs \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

PRINCIPAL'S NAME & TITLE: \_\_\_\_\_

DATE FIRM STARTED: \_\_\_\_\_

FIRM'S PROJECTION OF TOTAL SALES FOR 1992: \$ \_\_\_\_\_

BONDING CAPACITY: SINGLE JOB \$ \_\_\_\_\_  
(If Applicable) AGGREGATE \$ \_\_\_\_\_

	ANNUAL SALES	LARGEST SINGLE CONTRACT
1989	\$ _____	\$ _____
1990	\$ _____	\$ _____
1991	\$ _____	\$ _____

AVERAGE NUMBER OF EMPLOYEES: \_\_\_\_\_

STATEMENT OF PRIMARY PRODUCT OR TYPE(S) OF SERVICES:

MAJOR ACCOMPLISHMENTS/PAST CONTRACTS:

RESOURCES AVAILABLE:

PROFESSIONAL REFERENCES:

Doc. FORM 132

# **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**

## **Directory of Directors and Women in Business Representatives (WIBR)**

The following offices offer small businesses information and guidance on procurement procedures; how to be placed on a bidder's mailing list; and identification of both prime and subcontracting opportunities.

### **Departments**

Department of Agriculture  
14th & Independence Ave., S.W.  
Room 127W  
Washington, D.C. 20250  
Telephone: (202) 447-7117  
FAX: (202) 447-3001  
Attn: Mr. Luther Burse  
Acting Associate Director, OSDBU

Department of the Air Force  
The Pentagon—Room E271  
Washington, D.C. 20330-1000  
Telephone: (202) 697-4126  
FAX: (703) 693-7731  
Attn: Mr. Anthony DeLuca  
Director, OSDBU

Department of the Army  
The Pentagon—Room 2A712  
Washington, D.C. 20310-0106  
Telephone: (703) 695-9800  
FAX: (703) 693-3898  
Attn: Mr. Daniel R. Gill  
Director, OSDBU

Department of Commerce  
14th Street & Constitution Ave., N.W.  
Room 6411  
Washington, D.C. 20230  
Telephone: (202) 377-1472  
FAX: (202) 377-4816  
Attn: Mr. James Maruca  
Director, OSDBU

### **Women in Business Representatives**

Ms. Belinda Ward  
(202) 447-7117

Mr. Patrick Heller  
(703) 697-5373

Ms. Dora H. Thomas  
(703) 697-2868

Ms. Rosemary Mullany  
(202) 377-1472

Department of Defense  
The Pentagon—Room 2A340  
Washington, D.C. 20301-3061  
Telephone: (703) 614-1151  
FAX: (703) 693-7014  
Attn: Mr. Horace Crouch  
Director, OSDDBU

Mr. Tim Foreman  
(703) 697-1481

Department of Education  
400 Maryland Avenue, S.W.  
Room 3120, ROB-3  
Washington, D.C. 20202-0521  
Telephone: (202) 708-9820  
FAX: (202) 708-8956  
Attn: Mr. Daniel Levin  
Director, OSDDBU

Mr. Ben Miller  
(202) 708-9820

Department of Energy (BU-1)  
1000 Independence Ave., S.W.  
Washington, D.C. 20585  
Telephone: (202) 254-5583  
FAX: (202) 254-5591  
Attn: Mr. Leonel Miranda  
Director, OSDDBU

Ms. Brenda DeGraffenreid  
(202) 254-5602

Department of Health and Human  
Services  
200 Independence Ave., S.W.  
Room 517D  
Washington, D.C. 20201  
Telephone: (202) 245-7300  
FAX: (202) 245-6699  
Attn: Mr. Richard Clinkscales  
Director, OSDDBU

Ms. Angel Graves  
(202) 245-2670

Department of Housing and Urban  
Development  
7th & D Streets, S.W.  
Room 10232  
Washington, D.C. 20410  
Telephone: (202) 708-1428  
FAX: (202) 619-827  
Attn: Mr. James Tarro  
Acting Director, OSDDBU

Mr. Clarence White  
(202) 708-1428

Department of the Interior  
18th & C Streets, N.W.  
Room 2727  
Washington, D.C. 20240  
Telephone: (202) 208-3493  
FAX: (202) 208-5048  
Attn: Mr. Kenneth T. Kelly  
Acting Director, OSDDBU

Ms. Doris Sanford  
(202) 208-7437

Department of Justice  
Patrick Henry Building  
Room 7014  
Washington, D.C. 20530  
Telephone: (202) 501-6271  
FAX: (202) 501-8125  
Attn: Mr. Enos Roberts  
Director, OSDDBU

Ms. Eleanor Geary  
(202) 501-6271

Department of Labor  
200 Constitution Ave., N.W.  
Room S-1004  
Washington, D.C. 20210  
Telephone: (202) 523-9144  
FAX: (202) 523-9167  
Attn: Mr. William Alexander  
Acting Director, OSDDBU

Ms. Katherine Lee  
(202) 523-9151

Department of the Navy  
Building 5, Crystal Plaza  
Room 120  
Washington, D.C. 20360-5000  
Telephone: (703) 602-2695  
FAX: (703) 602-2477  
Attn: Mr. Don Hathaway  
Director, OSDDBU

Ms. Janet Koch  
(703) 602-2695

Department of State  
Room 633, SA-6  
Washington, D.C. 20522-0602  
Telephone: (703) 875-6824  
FAX: (703) 875-6825  
Attn: Mrs. Durie White  
Operations Director, OSDDBU

Mr. Gregory Mayberry  
(703) 875-6823

Department of Transportation  
400 - 7th Street, S.W., Room 9410  
Washington, D.C. 20590  
Telephone: (202) 366-1930  
FAX: (202) 366-7538  
Attn: Ms. Alicia L. Casanova  
Director, OSDDBU

Ms. Pat L. Hodge  
(202) 366-1902

Department of the Treasury  
15th & Pennsylvania Ave., N.W.  
Room 6100 Annex  
Washington, D.C. 20220  
Telephone: (202) 566-9616  
FAX: (202) 786-8455  
Attn: Ms. Debra E. Sonderman  
Assistant Director, OSDDBU

Ms. Ila Burnell  
(202) 566-9616

Department of Veterans Affairs  
810 Vermont Ave., N.W.  
Room 310  
Washington, D.C. 20420  
Telephone: (202) 376-6996  
FAX: (202) 233-4952  
Attn: Mr. Scott Denniston  
Director, OSDDBU (005SB)

Ms. Mary Ella Stormant  
(202) 376-6996

The majority of Independent Agencies do not have designated Officers of Small Disadvantaged Business Utilization. Specific personnel as indicated assume such responsibilities.

### **Independent Agencies**

ACTION  
1100 Vermont Ave., N.W.  
Suite 2101  
Washington, D.C. 20525  
Telephone: (202) 634-9150  
FAX: (202) 634-9126 or 9127  
Attn: Ms. Margaret McHale  
Contract Specialist

Ms. Jean McCamley  
(202) 634-9321

Agency for International Development  
TT-2, Room 1400A  
Washington, D.C. 20523-1414  
Telephone: (703) 875-1551  
FAX: (703) 875-1119  
Attn: Mr. John L. Wilkinson  
Director, OSDDBU

Ms. Betty Briscoe  
(703) 875-1551

Defense Logistics Agency  
Cameron Station, Room 4C112  
Alexandria, VA 22304-6100  
Telephone: (703) 274-6471  
FAX: (703) 274-0565  
Attn: Mr. Lloyd C. Alderman  
Acting Director, OSDDBU

Mr. Anthony Kudders  
(703) 274-6977

Environmental Protection Agency  
401 M Street, S.W. Code A-149C  
Washington, D.C. 20460  
Telephone: (703) 557-7777  
FAX: (703) 557-1462  
Attn: Mr. John M. Ropes  
Director, OSDDBU

Ms. Margie Wilson  
(703) 557-7305

Executive Office of the President  
Room 5001, NEOB  
Washington, D.C. 20500  
Telephone: (202) 395-3314  
FAX: (202) 395-3982  
Attn: Ms. Thelma Tolar  
Director, OSDDBU

Export-Import Bank of the U.S.  
811 Vermont Ave., N.W.  
Room 1031  
Washington, D.C. 20571  
Telephone: (202) 566-8951  
FAX: (202) 566-7524  
Attn: Ms. Helen H. Wall  
Director, OSDDBU

Federal Trade Commission  
6th & Pennsylvania Avenue N.W.  
Room 706  
Washington, D.C. 20580  
Telephone: (202) 326-2258  
FAX: (202) 326-2050  
Attn: Ms. Jean Sefchick  
Director, OSDDBU

Ms. Barbara Lorette  
(202) 326-2260

General Services Administration  
18th and F Streets, N.W.  
Room 6029  
Washington, D.C. 20405  
Telephone: (202) 501-1021  
FAX: (202) 208-5938  
Attn: Mr. John F. Wynn, Jr.  
Director, OSDDBU

Ms. Janice Holley  
(202) 501-1021



Interstate Commerce Commission  
12th and Constitution Ave., N.W.  
Room 3119

Washington, D.C. 20423

Telephone: (202) 275-7597

FAX: (202) 275-9237

Attn: Mr. Dan King  
Acting Director, Office of  
Public Assistance

Mr. Dan King  
(202) 275-7597

National Aeronautics and Space Administration  
Headquarters Code K  
Room 116

Washington, D.C. 20546

Telephone: (202) 453-2088

FAX: (202) 755-4194

Attn: Mr. Eugene Rosen  
Director, OSDDBU

Mr. Eugene Rosen  
(202) 453-2088

National Science Foundation  
1800 G Street, N.W.  
Room 1250-I

Washington, D.C. 20550

Telephone: (202) 357-9666

FAX: (202) 357-7745

Attn: Mr. Donald Senich  
Director, OSDDBU

Ms. Linda Boutchyard  
(202) 357-7464

Nuclear Regulatory Commission  
Room 7217, MNBB  
Washington, D.C. 20555

Telephone: (202) 492-4665

FAX: (301) 492-8185

Attn: Mr. William B. Kerr  
Director, OSDDBU

Mr. Harris Coleman  
(202) 492-4665

Office of Personnel Management  
1900 E Street, N.W.  
Room 2351

Washington, D.C. 20415

Telephone: (202) 606-2180

FAX: (202) 606-2345

Attn: Mr. Leutrell Osborne  
Director, OSDDBU

Mr. Thomas Whiteford  
(202) 606-2240



Railroad Retirement Board  
2000 L Street, N.W., Suite 558  
Washington, D.C. 20036  
Telephone: (202) 653-9540  
FAX: (202) 653-9538  
Attn: Mr. John C. Ficerai  
Director, OSDBU

U.S. Information Agency—M/O  
330 C St., S.W.  
Room 1611, HHS-S Building  
Washington, D.C. 20547  
Telephone: (202) 485-6393  
FAX: (202) 485-6466  
Attn: Ms. Georgia Hubert  
Director, OSDBU

U.S. Postal Service  
475 L'Enfant Plaza West, S.W., Room 2P110  
Washington, D.C. 20260-6201  
Telephone: (202) 268-4633  
FAX: (202) 268-4027  
Attn: Mr. David Scherer  
Director, OSDBU

Mr. David Scherer  
(202) 268-4633

### **Other Liaison Offices**

Office of Federal Procurement Policy  
725 17th Street, N.W.  
Room 9025  
Washington, D.C. 20503  
Telephone: (202) 395-3300  
FAX: (202) 395-5105  
Attn: Mr. Robert Cooper  
Deputy Associate Administrator  
for Policy Development

Minority Business Development Agency  
U.S. Department of Commerce  
14th & Constitution Avenue, N.W.  
Room 5053  
Washington, D.C. 20230  
Telephone: (202) 377-5061  
FAX: (202) 377-5117  
Attn: Mr. Joe A. Lira  
Director

Minority Business Development Agency  
U.S. Department of Commerce  
14th & Constitution Avenue, N.W.  
Room 5096  
Washington, D.C. 20230  
Telephone: (202) 377-3261  
FAX: (202) 377-5117  
Attn: Mr. Raoul Quiros  
Chief, Public Sector

Procurement Technical Assistance Center Program  
George Mason University  
4260 Chain Bridge Road  
Suite B-2  
Fairfax, VA 22030  
Telephone: (703) 764-6079  
FAX: (703) 273-0745  
Attn: Mr. Edward A. Redmond  
Assistant Director

Small Business Administration  
409 3rd Street, S.W.  
8th Floor  
Washington, D.C. 20416  
Telephone: (202) 205-6460  
FAX: (202) 205-7064  
Attn: Ms. Cathy Thomas

## Section C

- **Subcontracting Opportunities**



**Possible Prime Contractors Offering  
Subcontracting Opportunities**

**Subcontracting  
Opportunities Available**

Following is a current list of Department of State large prime contractors with contracts in excess of \$500,000 (\$1 million for construction), which may offer subcontracting opportunities:

American Communications Company  
Division American Systems, Inc.  
7535 Little River Turnpike  
Annandale, VA 22003  
Contact: Mr. Tim Ramp, Purchasing  
Agent (703) 968-6300

Various subcontract  
opportunities

The American Institute in Taiwan  
7 Lane 134 Hisan Yi Road  
Section 3  
Taipei, Taiwan  
Mr. Jack Ferguson,  
Chief, Management Services Section

Various subcontracting  
opportunities

American Management Systems, Inc.  
1777 North Kent Street  
Arlington, VA 22209  
Mr. Jay Dunigan, Contract Administrator  
(703) 841-5514

Various opportunities  
related to data processing

The Asia Foundation  
550 Kearney Street  
San Francisco, CA 94119  
(415) 982-4640

Brunswick Corporation  
Defense Division  
2000 Brunswick Lane  
DeLand, FL 32724  
A. W. Brocious (904) 736-1700

MS hardware, wire,  
electronic components, etc.

Burle Industries, Inc.  
Attn: F.D. Kell, Product Division or  
J.S. Hornick Tube Division  
1000 New Holland Avenue  
Lancaster, PA 17601-5688  
(717) 295-6000

Various subcontract  
opportunities

Computer Sciences Corporation  
4061 Powder Mill Road  
Calverton, MD 20705  
Ms. Margaret Kohutanycz  
(301) 572-3635

Dillingham Construction  
International  
5960 Inglewood Drive  
P.O. Box 1089  
Pleasanton, CA 94566  
Mr. Robert Walker  
(415) 483-3300

Dyncorp  
6801 Calmont Avenue  
Dallas, TX 76116  
Mr. John Harlin (817) 732-4481 ext. 248

EBASCO Constructors  
160 Chubb Avenue  
Lyndhurst, NJ 07071  
Mr. James F. Tappen (201) 460-6102

EBASCO Services, Inc.  
Two World Trade Center, 83d Floor  
New York, NY 10048  
Contact: Mr. La Cava  
(201) 460-6119 (in New Jersey)

E. G. & G. Dynatrend Inc.  
21 Cabot Road  
Woburn, MA 01801  
Mr. Carl D. Harmon, Contract Mgr.  
(617) 935-3960

Electrospace Systems, Inc.  
1301 East Collins Blvd.  
P.O. Box 831359  
Richardson, TX 75083-1359  
Mr. Dennis Quire (714) 231-9303

Federal Cartidge Company  
900 Ehlen Drive  
Anoha, MN 55303  
Mr. Rick Bennett, Purchasing Mgr.  
(612) 421-7100

Various subcontract opportunities related to program and systems services

Various materials and services such as freight forwarding in support of construction of a new embassy office building in La Paz, Bolivia

Aircraft spare parts, travel arrangements, equipment

Materials in support of construction of annex to embassy office building, Cairo, Egypt

Various opportunities related to construction of a new embassy office building, Santiago, Chile

Engineering

Electronic components, cables, switches, power supplies, etc.

Various subcontracting opportunities (Std. commercial plan)

General Electric Company  
Mobile Communications Division  
4421 Forbes Boulevard  
Lanham, MD 20706  
Mr. Bob Gload or Mr. Joe Wilson  
(301) 459-1617

Various subcontract  
opportunities

Halifax Engineering, Inc.  
5250 Cherokee Avenue  
Alexandria, VA 22312  
(703) 750-2202

Various subcontract  
opportunities

Hays Systems, Inc.  
2000 M St., N.W.  
Washington, D.C. 20036  
(202) 223-3703

IBM Corporation  
National Federal Marketing  
6705 Rockledge Drive  
Bethesda, MD 20817  
(301) 564-2894

Various subcontract  
opportunities

IFR Systems, Inc.  
10200 West York St.  
Wichita, KS 67215-8935  
Mr. David C. Orpin (316) 522-4981

Electronic components, radio  
frequency crystals, crystals  
filter, transformers, labels,  
printed circuit boards,  
switches, fuses, microwave  
components

ITT Defense Communications  
492 River Road  
Nutley, NJ 07110  
(201) 284-4475

J.A. Jones Construction Co.  
6060 St. Albans Street  
Charlotte, NC 28287  
Mr. Robert Goodpasture (704) 553-3000

Various subcontract  
opportunities related to  
construction of a new U.S.  
Embassy, San Salvador,  
El Salvador

Mitre Corporation  
7525 Colshire Drive  
McLean, VA 22102  
Mr. Walter R. Pawlowski, V-P  
(703) 883-5501  
Contract 1045-155023

ADP hardware/software;  
operating supplies and  
services (indirect)

Ogden Allied Eastern Maintenance  
Two Pennsylvania Plaza  
New York, NY 10121

Perini International Corporation  
International Division  
73 Mt. Wayte Ave.  
Framingham, MA 01701  
Mr. Joseph Haley (508) 875-6171

Pinkerton Computer Consultants, Inc.  
1900 N. Beauregard St., Ste. 200  
Alexandria, VA 22311  
Mr. James Craig (703) 820-5571

Planning Research Corporation  
Room 6W3  
1500 Planning Research Drive  
McLean, VA 22102  
Attention: Ms. Faye Beales (703) 556-1537

Price Waterhouse  
1801 K Street, N.W.  
Washington, D.C. 20006  
Attention: Ms. Paula Nichols  
(703) 875-5626

Statistica  
30 West Gude Drive  
Suite 300  
Rockville, MD 20850  
Mr. Robert Cole (301) 424-1911

Sverdrup Corporation  
Embassy Task Group  
1500 Wilson Boulevard, 7th Floor  
Arlington, VA 22209-2454  
Mr. Kent Steele (703) 875-9626 or 875-9673

Various subcontract  
opportunities related  
to building maintenance

Various subcontract  
opportunities related to  
construction of the new U.S.  
Embassy, Caracas, Venezuela

Various subcontract  
opportunities

Standard Supplies; ADP

Administrative support, in-  
cluding graphic services,  
audio-visual services,  
printing/reproduction  
services, ADP support,  
training methods support

Various subcontracting  
opportunities

Prime and subcontracting  
opportunities related to  
overseas building design and  
construction



TRW  
Systems Division  
One Federal Systems Park Drive  
Fairfax, VA 22033  
Mr. Alan Schmidt (703) 968-2001

Tumi International, Inc.  
9308 N.W. 13th Street  
Miami, FL 33172  
(305) 591-2419

Wang Laboratories  
7500 Old Georgetown Rd., 1250 N  
Bethesda, MD 20814  
Ms. Haze Hanna (301) 657-5530

Various subcontract  
opportunities

Various subcontract  
opportunities related to  
consolidated receiving  
point

Electrical parts



## **Section D**

### **Some Contacts for Trade and Investment-Related Issues**



## Some Contacts for Trade and Investment-Related Issues

### Department of State

Commercial Affairs	—Mr. Alfred White	(202) 647-1942
Investment Affairs	—Mr. Stephen R. Gibson	647-1128
Development Finance	—Mr. Jack Boyle	647-9426
East-West Trade	—Mr. Alan Parker	647-5673
Trade Policy	—Ms. Kaarn Weaver	647-3696

Information about specific countries available from Department country desk officers. Telephone numbers obtained from front of Department telephone book or from U.S. Government operator, (202) 655-4000. The Department of State also offers an automated Traveler's Advisory, which can be accessed on (202) 647-5225.

### Department of Commerce

#### Deputy Assistant Secretary

for Services —Ms. Linda Powers (202) 377-5261

#### Country Marketing:

Western Europe —Mr. Peter Hale 377-5341

Eastern Europe

and Soviet Affairs —Ms. Suzanne Lotarski 377-1104

Africa —Mr. Gerald Seldman 377-4927

Near East —Mr. Carl Reiner 377-4441

South Asia —Mr. Richard Harding (Acting) 377-2954

Mexico and Carib-

bean Basin —Ms. Regina Vargo 377-4464

South America —Mr. James Holbein 377-2436

People's Republic of

China and

Hong Kong —Ms. Christine Lucyk 377-5527

Japan —Ms. Marjorie Searing 377-4527

#### Office of Trade and Investment

Analysis —Mr. Martin Kohn 377-2456

Publications —Mr. Thomas Weatherspoon 377-5487

Foreign Commercial Service —Mr. Theodore Rosen 377-8300

Export Licensing Information\* 377-4811

### Agency for International Development

Business Relations —Mr. John Wilkinson (703) 875-1551

### Overseas Private Investment

Corporation —Mr. Clark Fisher (202) 457-7069

Export-Import Bank —Ms. Jeni B. Falkiewicz (202) 566-8990

### Small Business Administration

Office of International Trade—Ms. Aileen Kishaba (202) 205-6720

U.S. Trade Representative —Ms. Mollie Van Heuven (202) 395-6120

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\*For exporting licensing information on munitions, or technology "uniquely" designed for military application, contact Department of State, Defense Trade Controls (703) 875-6644 (licensing) or (703) 875-6650 (registration). You will be directed to an officer according to your requirements.



## **Section E**

- **Other Department of State Subscriptions**









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